

APPLICATION FOR CERTIFICATE OF EMPLOYMENT

LABOUR CODE ORDER NO. 24 OF 1992 SECTION 165

➤ RENEWAL (PLEASE ATTACH WORKPERMIT)

PART 1: PERSONNEL DETAILS: TICK (√) or Write Where Applicable

- 1. Surname.....Other Name(s).....
- 2. Address.....Tel.....
- 3. Marital status:
 - 3.1 Single
 - 3.2 Married
 - 3.3 widowed
 - 3.4 Divorced
- 4. Date of birth.....sex.....
- 5. Passport Number.....
- 6. Passport Nationality.....
- 7. Date of Issue.....Date of Expiry.....
- 8. Work Permit Number.....
- 9. Date of Issue.....Date of Expiry.....
- 10. Is it your?
 - 10.1 First Renewal
 - 10.2 Second Renewal
 - 10.3 Third Renewal
 - 10.4 Other (Specify).....

PART 2: TO BE COMPLETED BY THE PROSPECTIVE EMPLOYER

BUSINESS PARTICULARS: (Write in Full)

- 11. Name of Business.....
- 12. Nationality of Employer.....
- 13. Business Address.....
- 14. Telephone No.....Fax No.....
- 15. Type of Business.....
- 16. Date of Start of business.....
- 17. Details of Employer:

	Male	Female	Total
17.1 Number of Basotho
17.2 Number of Non Basotho
17.3 Total
- 18. Title of Job.....
- 19. Type of Job he/she is to do.....
- 20. Educational Qualifications and Experience required for this job:
 - 20.1 Educational Qualifications.....
 - 20.2 Experience.....
- 21. Job Description;
 - 21.1.....
 - 21.2.....
 - 21.3.....
- 22. Monthly Salary: M.....
- 23. Other Benefits:
 - 23.1 Housing
 - 23.2 Transport
 - 23.3 Educational Allowance
 - 23.4 Package at the end of contract
 - 23.5 Other (Specify).....

24. Period to be engaged: From.....to.....
25. Are you?
 25.1 An Employee Go to 26.
 25.2 An investor Go to 32.
26. Relationship to the employer:
 26.1 Son/Daughter/Spouse
 26.2 Other Relative
 26.3 Other (Specify).....
27. Reason(s) for not localising this job:
 27.1 Lack of local qualified manpower
 27.2 Local Employee is under training (Supply training plan)
 27.3 Other (Specify).....
28. What step(s) have you taken to recruit a national for this job?
 28.1 Advertised in a Local News Paper (Attach a copy)
 28.2 Advertised in South African News Paper (Attach a copy)
 28.3 Contacted National Employment Services (NES)
 28.4 Other (Specify).....
29. Have you provided a local counterpart for this position?
 29.1 Yes
 29.2 No
30. If “Yes” name of the counterpart (in Full).....
31. If “No” give reason(s).....
32. Are you a member of an employment’s Association?
 32.1 Yes
 32.2 No
33. If “No” give reason(s).....
 I.....as I make this
 recommendation, pledge to do everything in my power to ensure that the person named
 above, shall comply with all the laws and regulations of Lesotho.
- Signature.....Date.....

NB: Applications that are not filled properly will not be considered.

